



Embassy of the United States of America

American Embassy Riga
October 20, 2011

To: Prospective Quoters

Subject: Request for Quotations number S –LG750-12-R-001

Enclosed is a Request for Quotations (RFQ) for snow removal services. If you would like to submit a quotation, follow the instructions in Section L of the solicitation, complete the required portions of the attached document, and submit it to the address shown on the Standard Form 33 that follows this letter.

The Embassy Intends to conduct a site visit, and all prospective offerors who have received a solicitation package will be invited to attend. See Section L of the attached Request for Quotations (RFQ).

The U.S. Government intends to award a contract/purchase order to the responsible company submitting an acceptable quotation at the lowest price. We intend to award a contract/purchase order based on initial quotations, without holding discussions, although we may hold discussions with companies in the competitive range if there is a need to do so.

Quotations are due by COB, October 31, 2011.

Sincerely,

A handwritten signature in blue ink, followed by a circular official stamp of the American Embassy in Riga. The stamp contains the text "AMERICAN EMBASSY RIGA" and "U.S. DEPARTMENT OF STATE".

Mark M. Bliss
Contracting Officer